

MELTON WEST PRIMARY SCHOOL

FIRST AID POLICY

PURPOSE

To ensure the school community understands our school's approach to first aid for students.

SCOPE

First aid for anaphylaxis and asthma is provided for in our school's:

- *Anaphylaxis Policy*
- *Asthma Policy*

POLICY

From time to time Melton West Primary School staff might need to administer first aid to students at school or school activities.

Parents/carers should be aware that the goal of first aid is not to diagnose or treat a condition.

Staffing

The principal will ensure that Melton West Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Melton West Primary School's trained first aid officers are:

- Sherrie-Ann Brezina
- Shae Battye
- Alana Braszell
- Laurence Gatt
- Bernadine Hetherington
- Karen Poulton
- Lyndon Smith
- Tina Stamoulis

First aid kits

Melton West Primary School will maintain:

- A major first aid kit which will be stored in the First Aid Room.
- Four portable first aid kits which may be used for excursions and camps. The portable first aid kits will be stored in the First Aid Room
- A portable first aid kit will be stored in the Maintenance Shed (only accessible to Maintenance Staff)
- Five additional first aid kits which may be used for immediate emergencies during class or yard duty. The additional first aid kits are located:
 - In the staffroom
 - In the Prep Building
 - In the BER Building
 - In the gymnasium
 - In the GRIN Office located between rooms 23 & 24

The First Aid Officer will be responsible for maintaining all first aid kits.

Care for ill students

Students who are unwell should not attend school.

If a student becomes unwell during the school day they may be directed to the First Aid Room and monitored by staff. Depending on the nature of their symptoms, staff may contact parents/carers or an emergency contact person to ask them to collect the student.

First aid management

If there is a situation or incident which occurs at school or a school activity which requires first aid to be administered to a student:

- Staff who have been trained in first aid will administer first aid in accordance with their training. In an emergency situation, other staff may assist in the administration of first aid within their level of competence.
- In a medical emergency, staff may take emergency action and do not need to obtain parent/carer consent to do so. Staff may contact Triple Zero "000" for emergency medical services at any time.
- Staff may also contact NURSE-ON-CALL (on 1300 60 60 24) in an emergency. NURSE-ON-CALL provides immediate, expert health advice from a registered nurse and is available 24 hours a day, 7 days a week.
- If first aid is administered for a minor injury or condition, Melton West Primary School will notify parents/carers by either sending a note home, email or phone call.
- If first aid is administered for a serious injury or condition, or in an emergency situation, school staff will attempt to contact parents/carers or emergency contacts as soon as reasonably practical.
- If staff providing first aid determine that an emergency response is not required but that medical advice is needed, school staff will ask parents/carers, or an emergency contact

person, to collect the student and recommend that advice is sought from a medical practitioner.

- Whenever first aid treatment has been administered to a student Melton West Primary School will:
 - record the incident on Sentral & /or CASES 21
 - if first aid was administered in a medical emergency, report the incident to the Department's Security Services Unit on 03 9859 6266 and/or WorkSafe if applicable .

In accordance with guidance from the Department of Education and Training, analgesics, including paracetamol and aspirin, will not be stored at school or provided as a standard first aid treatments. This is because they can mask signs of serious illness or injury.

FURTHER INFORMATION AND RESOURCES

- Administration of Medication Policy: [Administration of Medication Policy 2020.docx](#)
- Anaphylaxis Policy: [Anaphylaxis Policy 2020.docx](#)
- Asthma Policy: [Asthma Policy 2020.docx](#)
- Health Care Needs Policy: [Health Care Needs Policy 2020.docx](#)

REVIEW CYCLE

This policy was last updated on July 2020 and is scheduled for review in July 2023.

School Council	Not required
Date Reviewed/Approved	September 2020
Communication method	School website, Staffcom, Induction Pack
Date communicated	October 2020
Source of Requirement	Minimum Standards
Responsible for Review	Assistant Principal
Review Cycle	3 to 4 years
Next Review Due Date	July 2023
References	Victorian Government Schools Policy Advisory Guide

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